

NOTICE OF VACANCY

<u>TITLE:</u>	Community Energy Coach
<u>DEPARTMENT:</u>	Sustainability & Resiliency Department
<u>POSITION STATUS:</u>	Part-time, up to 19 hours per week, no benefits; grant-funded through 6/2024 w/possibility of additional funding beyond that date
<u>REPORTS TO:</u>	Director of Capital, Sustainability & Resiliency or their Designee
<u>SALARY:</u>	Up to \$30.00 per hour; DOQ

OVERVIEW:

The City of Salem's Sustainability and Resiliency Department (SRD) is seeking a part-time Community Energy Coach (CEC) to support our projects and programs. The CEC will conduct outreach, guide energy efficiency program enrollment and participation, build an increased knowledge base about Mass Save programs, assist residents and small businesses, and develop communications around community progress toward climate change mitigation goals. This position will be part of a cohort of approximately 18 part-time Energy Advocates that will be hired by communities throughout the Commonwealth and will have access to trainings about energy efficiency and community outreach through the Community First Partnership (CFP) and other sources.

The Cities of Beverly and Salem have partnered together on a 3-year initiative to save community members energy and money in their homes and businesses, called the Beverly & Salem Energy Challenge. The CEC will help facilitate the goals of this program. This is an exciting opportunity for an organized, people-oriented individual who is passionate about expanding access to beneficial energy-saving programs in our communities and who wants to work as a part of a cross-sector team to have a measurable, positive impact.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Work with the SRD, Beverly staff & Energy Coach, Mass Save Program Sponsors, and other program partners to achieve CFP community goals in a timely manner.

Engage with community members to increase participation in the Beverly & Salem Energy Challenge, especially among priority groups

- Priority groups include: renters, landlords, low- and moderate-income (LMI) households, language-isolated households, and small businesses
- Community members to engage with include: City staff, community-based organizations, local non-profits, houses of worship, neighborhood associations, service providers, tenant and landlord associations, property and business owners, and more.
- Outreach activities include: planning events, tabling at events, door-knocking, canvassing, virtual/in-person presentations, local media outlets, social media, grassroots organizing, and more.

Track and report local participation barriers and outreach efforts

- Maintain data about ongoing outreach efforts and impact
- Meet with program implementation vendor and Mass Save Program Sponsors to communicate program findings and tactics and report on local progress.
- Work with the local Community Action Program (CAP) or Low-Income Energy Affordability Network (LEAN) on how to best ensure that income-eligible customers connect to energy efficiency programs and incentives.

Actively participate in cross-community learning and feedback opportunities to enhance program

- Attend all training and orientation activities for the Energy Advocate role.
- Support coordination between Mass Save program vendors and customers.
- Assist project partners with coordination of case study videos of home energy assessments and completed projects.

Contribute to city-wide communication efforts through *Resilient Together*

- Manage social media, write blog posts and press releases, and create newsletters. There will be an ongoing internship program to help assist with these efforts throughout the 3-year program.

Other duties as assigned.

QUALIFICATIONS:

- High school diploma with 5 years of experience, or bachelor's degree with 3 years of experience
- Proficiency in the Microsoft suite of applications (Word, Excel, OneDrive, Outlook, etc.)
- Passionate about climate change mitigation and working with community members
- Professional verbal and written communication
- Work independently and have flexible hours
- Some experience with community or utility programs, such as Mass Save
- Demonstrated ability to lead public engagement and community outreach initiative
- Experience communicating and working with populations diverse in language, socio-economic status, race/ethnicity and/or cultural backgrounds
- Ability to work with a group and on individual projects as assigned. Focused and detail-oriented
- Ability to complete and submit standardized program reporting material and input data in program software
- Fluency in Spanish preferred.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The employee is frequently required to communicate verbally. Specific vision abilities required by this job include close vision and depth perception. Regular use of computer keyboards requires eye-hand coordination and finger dexterity. The incumbent will frequently stand, carry, reach, grip, and grasp; climb or balance; reach with hands and arms, and stoop, kneel, crouch or crawl. The employee must occasionally lift and or move up to 30 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

The noise level in the work environment is usually moderate, typical of an office setting. However, noise level may increase during outdoor or well-attended events. Attendance at evening meetings and occasional travel to evening and weekend events in Salem and other nearby communities is required. Employee must provide own transportation. While performing the duties of this job, the employee may be required to be outside, on roof, in mechanical/electrical rooms. Employee will also work about half-time with the Salem School Department and will have office space onsite.

The City's normal business hours are Monday – Wednesday: 8:00AM-4:00PM; Thursday: 8:00AM-7:00PM; Friday: 8:00AM-12:00PM. Hours may vary as attendance at evening meetings and occasional travel to evening and weekend events in Salem and other nearby communities may be required. Employee must provide own transportation.

Qualified individuals are encouraged to apply with a resume and cover letter to jobs@salem.com. Position open until a qualified candidate is selected.

CITY OF SALEM

Lisa B. Cammarata, Director of Human Resources
98 Washington Street, 3rd floor
Salem, Massachusetts 01970

The City of Salem is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information, or disability, as defined and required by state and federal laws.

Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

DATED: May 26, 2022